

## **CITY OF BEAVERTON**

### **Administrative Analyst**

#### **General Summary**

Assist the Assistant to the Mayor in a wide range of administrative functions, such as budget preparation and analysis, project management, research, contract administration and coordinating committees and task forces. May supervise support staff and assign or coordinate the work of others.

#### **Key Distinguishing Duty**

Perform comprehensive analysis of budget issues.

#### **Essential Functions**

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Develop, review, recommend and implement work plans, services, policies, procedures and reports. Serve as a member of the department management team. Evaluate performance and program effectiveness and take action for improvement as necessary. Authorize payments to contractors and consultants.
2. May supervise staff. Ensure City goals and objectives are met. Schedule, assign and review work. Make hiring decisions. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy.
3. Manage special projects, including organizing information, conducting research, identifying goals and objectives, managing project timelines, reporting project status, providing project documentation and preparing project reports.
4. Assist in budget development for department. Analyze budget issues. Development budget requirements and performance measures. Evaluate impacts of staffing and program changes. Prepare, recommend and monitor budget for section. Provide explanation for variances.
5. Assist with public relations efforts. Serve as liaison to groups and individuals. Arrange and attend public meetings. Respond to public requests for information. Explain City policy and decisions within project scope as authorized.
6. Serve on, or provide support to, a variety of committees, task forces and advisory groups as necessary.

7. Provide supervision for or coordinate appointments, meetings and travel for Assistant to the Mayor. Provide or supervise administrative support activities to assist Assistant to the Mayor.
8. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.
9. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.
10. Provide direction and set standards for excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
11. Represent the Assistant to the Mayor and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. May be required to provide leadership in emergency situations. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
12. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
13. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.
14. Participate in the City Emergency Management program including classes, training sessions and emergency events.
15. Produce an acceptable quantity and quality of work that is completed within established timelines.
16. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to the safety of self, co-workers and the general public.
17. Follow standards as outlined in the employee handbook.

### **Other Functions**

1. Perform related duties of a similar scope and nature.
2. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.

### **Knowledge Required**

- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.

- ◆ Working knowledge of project management principles and practices.
- ◆ Working knowledge of strategic planning methods with an emphasis on services related to public administration.
- ◆ Working knowledge of public budgeting practices and principles.
- ◆ Working knowledge of financial analysis techniques.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of human resources management practices.

### **Skills/Abilities Required**

- ◆ Strong skill in conceptual analysis and policy/program development and implementation.
- ◆ Strong ability to successfully coordinate the operations and budget of a department.
- ◆ Strong skill in budget and financial analysis.
- ◆ Advanced ability to productively manage and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Strong ability to effectively coordinate multiple programs and a staff including hiring, training, coaching, disciplinary action, performance management and termination.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to build consensus.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to coach employees on and to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing and spreadsheet programs and other software applications as required for position.

### **Minimum Qualifications Required for Entry**

Bachelor's degree in business/public administration or related field, and 2 years experience in managing or coordinating services or projects with some experience managing projects in a government setting or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

## **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; weekly operation of a motor vehicle on public roads.

## **Classification History**

As of 10/97: Administrative Analyst

Revised: 1/98

New class specification title 1/98: Administrative Analyst

Revised: 11/04

Revised: 1/2009

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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